

# NOTES

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## VISION STATEMENT

Leon County Government is dedicated to preserving and enhancing the outstanding quality of life which has made our community a desirable place to live, work, and raise our children. Through the provisions of cost effective superior services, County Government will insure the promotion of orderly growth for the economic health and safety of its citizens.

***-Leon County Board of County Commissioners***



## BOOKMOBILE

The Bookmobile provides library service to the residents of Leon County. You may get a library card, borrow print and non-print library materials, request specific titles and return library materials from any County library facility at your Bookmobile. The Bookmobile currently stops in the Chaires, Miccosukee, and Southwood communities.

Check the Bookmobile's schedule on the Library's web site:  
<http://www.leoncountyfl.gov/library/>

## SENIOR RESIDENT HOME VISITS

The Outreach Services Book Hauler visits these residences every other Tuesday: St. Augustine Plantation, Jamestown Woods, Gibb Mabry; every other Wednesday, Miccosukee Hills; every other Thursday, Casa Calderon, Georgia Belle, Lake Ella Manor, Oakridge, and Woodmont.

Look for the Book Hauler's visits on the Calendar page of the Library's web site: <http://www.leoncountyfl.gov/LIBRARY/calendars/event.asp>

## PUBLIC MEETING ROOMS

Several meeting spaces are available for public use. The main library offers Program Rooms A and B on the first floor and the Donald G. Henderson Room on the second floor. Meeting spaces are also available at the Dr. B. L. Perry, Jr. Branch Library, Eastside Branch Library, the Northeast Branch Library-Bruce Host Center, and the Woodville Branch Library. Please call or visit our web site for reservations.

## INTRODUCTION

(Volgistics E-Sign In / Out Continued)

- Click service area to record hours

**Which assignment are you here to perform?**

Touch the button for the assignment you have come to perform today.

Technology Desk Assistant [LeRoy Collins Public Library  
System\Tech Media]

Youth Corps [Volunteer Center\Volunteer Services]

Not sure

Cancel

- Volunteer the allotted time
- Volunteer prepares to leave, finds computer Volgistics shortcut
- Double click desktop icon
- Input volunteer number (numbers may be posted by station)
- Confirm identity
- Sign out of service

**Dorian Gray**

**What would you like to do?**

If you are arriving now, touch the "Sign-in" button to check-in. Touch the "Sign-out" button if you are leaving now.

Sign-out

Switch assignments

View my schedule

View my service

Exit

Leon County recognizes that volunteers are essential to the productivity, efficiency, and cost-effectiveness of government. The County encourages and welcomes individuals and groups to become partners in public service by volunteering in county departments.

The VolunteerLEON Center matches citizens with varying degrees of time, talent, and skill to county departments needing assistance. Volunteers are not expected to replace employees, but rather to extend and enhance services to the public. A volunteer's contribution to the County goes far beyond the actual work performed. Our volunteer program integrates us with the community in a very personal way.

County staff will provide the necessary training for volunteers to ensure that they can effectively carry out their jobs. Equally important is the fact that our staff has been trained in effective volunteer management. In other words, the department personnel is prepared to welcome volunteers and will do their best to ensure that their experiences with the County are pleasant and fulfilling.

### VOLUNTEER MISSION STATEMENT

To strengthen individuals and organizations in our community through volunteerism.

### VOLUNTEER LEON VISION STATEMENT

A responsive and caring Big Bend community defined by volunteerism and civic engagement.

THANK YOU FOR YOUR COOPERATION!

# Leon County Volunteer Center's Policies & Procedures

## POLICY

- I. The Volunteer Center office will be responsible for the direction of the volunteer program and its compliance with all laws pertaining to volunteers including the recruitment of volunteers and the evaluation of the volunteer program. Specific Authority: Florida Statute 125.9501-06.
- II. Definition: "Volunteer" is a person who, of his/her free will, provides goods or services to any unit of County government without receiving monetary or material compensation.

### Classes of Volunteers:

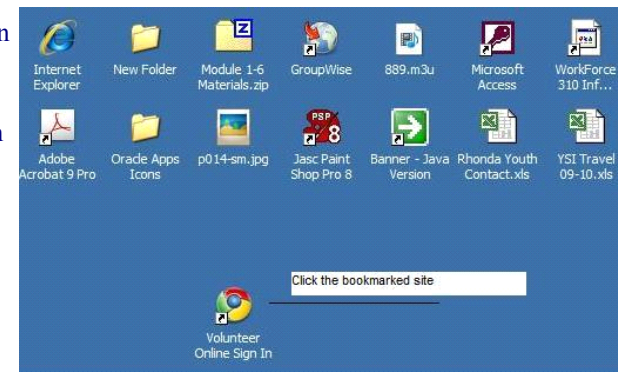
- A. "Regular-service volunteer" means a person engaged in specific voluntary service activities on an ongoing or continual basis.
  - B. "Episodic volunteer" means a person who offers to provide a one-time or occasional voluntary service.
  - C. "Material donor" means a person who may be unable to give the time required for volunteer service, but chooses to express his/her contribution by providing funds or materials.
  - D. "Community service volunteer" means a person who is court-ordered to complete a required number of volunteer hours as part of his/her probation.
- III. Leon County administrators recognize that volunteers are essential to the productivity, efficiency, and cost-effectiveness of government and encourage and welcome individuals and groups who have the skill, talent, ability, and time to volunteer in County departments, divisions, and facilities.

## PROCEDURES

- I. Requirements
  - A. Minimum age of a County volunteer is 12 years old (or entering 6th grade), unless otherwise specified in federal and state laws or in the volunteer description.
  - B. Volunteers may be subject to criminal background checks and/or reference checks. Any volunteer who has direct contact with minors or who has supervisory or disciplinary authority of minors must obtain clearance in advance of the assignment. The County absorbs expenses for the background check.

## LEON COUNTY VOLUNTEER CENTER VOLGISTICS E-SIGN IN TIME SHEET & ATTENDANCE RECORD INSTRUCTIONS

- Volunteer Online Sign In
- Volunteer arrives, finds the e-sign in short cut on computer



- Double click the desk top icon
- Input the Volunteer number (numbers may be posted by



Welcome. The Volunteer Information Center is where volunteers check-in and out. If you are ready to check-in or out and you have a volunteer PIN number, enter it here to get started.

If you are interested in becoming a volunteer please ask us about our volunteer opportunities!

### Enter your volunteer PIN number

Enter your volunteer ID number using the keypad buttons, and then touch the Continue button.

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1	2	3	
4	5	6	Cancel
7	8	9	Backspace
*	0	#	Continue

Is this Dorian Gray ?

- Confirm Identity

Yes

No



I, \_\_\_\_\_, agree to volunteer my services to  
Leon County in the position of \_\_\_\_\_.

I agree to work a minimum of \_\_\_\_\_ hours per week for a period of \_\_\_\_\_ months.

As a volunteer, I will perform my duties to the best of my ability, observe the job guidelines and the direction of my supervisors, meet time commitments, and provide adequate notice so that alternate arrangements can be made in the case of my absence. \_\_\_\_\_ (Initial)

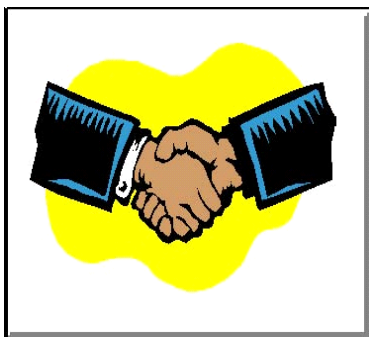
*I have received and understand the policies and procedures of the Leon County Volunteer Services orientation manual.* \_\_\_\_\_ (Initial)

\_\_\_\_\_  
VOLUNTEER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
VOLUNTEER COORDINATOR

\_\_\_\_\_  
DATE



- C. Volunteers will work within the rules set by the responsible department supervisor. Volunteers who do not adhere to the rules and procedures of the department or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. However, no volunteer will be dismissed until the volunteer has an opportunity to discuss the reasons for possible dismissal with supervisory staff. Prior to dismissal of a volunteer, staff should seek the consultation and assistance of the Volunteer Director.
- D. Volunteers may perform any task adhering to prior assessment of risk and liability issues assigned by their supervisors and approved by the responsible administrators.
- E. Volunteers will maintain strict confidentiality of any information to which they may have access within their volunteer job.
- F. Are prohibited from using information or materials not generally available to the public and obtained by reason of their volunteer positions for personal benefit of themselves or others. Volunteers will follow the County's Code of Ethics policy in regard to conflict of interest in accordance with regulations specified in Section 112.311-43, Florida Statutes.
- G. Volunteers will sign in and out in the Volunteer Log. A Volunteer Log will be maintained by all departments or facilities and will contain volunteer names, dates, hours of service, and tasks assigned.
- H. Volunteers will receive a name badge within 10 days of regular service.
- I. Volunteers who are public officers/employees will not be permitted to voluntarily perform services which are the same as or are similar to their duties for which they are paid to perform by the same public agency.

Note: Some volunteers may be required to submit to drug screening prior to performing voluntary services.

## RISK MANAGEMENT GUIDELINES FOR EMPLOYING VOLUNTEERS

- I. Volunteers must be trained for the jobs they will perform, including safety aspects.
- II. When personal protection equipment is required for the position, the volunteers must either provide his own or be properly equipped by the department, as well as trained in the use of the equipment prior to engaging in any such work.
- III. Volunteers must not be knowingly exposed to any unnecessary danger or hazards in the workplace and must not perform any functions requiring a license or certification unless each has a **current** license or certification to do so.
- IV. Volunteers will be permitted to drive County vehicles and operate County equipment in accordance with guidelines and regulations as they apply to paid staff.
- V. Workplace harassment will not be tolerated in the workplace or outside the workplace. Workplace harassment is defined as unsolicited, offensive or retaliatory behavior based on race, sex, color, national origin, religion, age, disability, ancestry, marital status, pregnancy, sexual orientation, or an employee's exercise of constitutional or statutory rights. (County policy 2.02)
- VI. It is the policy of Leon County to provide a work environment that is reasonable safe, secure, and free from threats, intimidation, abusive behavior, and physical violence. Acts of physical violence, direct or indirect verbal threats, stalking, aggressive or intimidating behavior, or provocation, which could lead to violence, will not be tolerated. (County policy 2.03)

### LIBRARY MISSION STATEMENT

The LeRoy Collins Leon County Public Library System enriches the community by inspiring a love of reading, providing a dynamic resource for creative and intellectual pursuits, and enabling residents to live a life of learning.

## SERVICES FOR ALL AGES

### Adult Services

- Reference help by phone, in person or by e-mail
- Book, magazine and newspaper collections
- Internet access
- Tax information and forms
- Large print book collection
- Small Business Center
- Consumer Resource Center
- Copiers, typewriters and microfilm reader/printers

### Technology/Media Services

- DVDs, videos, audio books, CDs, CD-ROMs and MP3s
- Personal computer center
- Friends/Gates Computer Learning Center
- Free computer classes

### Youth Services

- Reference help; book, magazine & media collections
- Toddler Room
- Storytimes
- Summer Reading Program
- Educational computer games

### Branch Library Services

Please call your local branch library to find out which of the above are available.

### Reserve Materials

If any item in our collection is not on the shelf, it may be placed on hold by filling out a reserve request card, entering your request on the web site: [www.leoncountylibrary.org](http://www.leoncountylibrary.org) or by calling the library

### Books from Other Libraries

If our library does not own the requested material, it may be borrowed from another library at no charge. Inquire through our website, the reference desk or call the library.

## ONLINE SERVICES

Visit our web site at [www.leoncountylibrary.org](http://www.leoncountylibrary.org) for a variety of services, information and resources including:

- Search the online catalog for materials in the library system
- Browse lists of new materials
- Download e-books and audio books
- Search databases to find business, consumer and health information; newspaper articles; biographies, encyclopedia articles and much more
- Request items from other libraries
- View your account information
- Renew materials
- Reserve an item or check on the status of a reserve request
- Join an online book club
- Receive answers to reference questions via e-mail
- To send a text to or chat with a librarian, log on to the **Ask-A Librarian** service. A librarian from a participating library can help you with your reference needs. This service is available live online 10 a.m. - 10 p.m. Sunday - Friday and 10 a.m. - 5 p.m. on Saturday
- Receive homework help via live chat
- Reserve meeting rooms
- Review monthly program and events calendars
- Contact a staff member
- 

### FAN Club

Join our Favorite Author Notification (FAN) Club and we'll automatically reserve the new books of your favorite authors. Visit the web site to register and select from the list of authors.

### Computers

Internet computers are available at every branch and at the main library in the Tech/Media, Youth Services and Adult Services sections. Some locations also have designated computers for word processing.

### Wireless Internet Access

All library locations provide wireless internet connectivity

## LEON COUNTY PUBLIC LIBRARY HISTORY

Leon County opened its first free public library in 1956. In 1957, the Service League of Tallahassee purchased a bookmobile for the County to extend library service countywide.

Leon County Public Library's first home was in the Columns Building, which now houses the James Madison Institute next to the library's present location.

In 1962, the library moved to the Elks Club Building on Monroe Street where it remained until 1978 when the building became so badly deteriorated that it was decided that the library must move. Funds were not available for the construction of a new library at that time, so it was relocated to the Northwood Mall (now Northwood Center).

In 1986, Project B.U.I.L.D. was started with the help of the Friends of the Library to generate funds for a new library building. Without the help of these special **VOLUNTEERS**, we would not have been able to build the new library. By January 1991, the new 88,233 square-foot library building was completed at a cost of \$10.5 million. On September 17, 1993, the library was rededicated as the **LeRoy Collins Leon County Public Library**.

In its present downtown location, the library is the central facility for a branch system of libraries in the community. They include the following: Dr. B.L. Perry, Jr. Branch, Fort Braden Branch, Eastside Branch, Lake Jackson Branch, Northeast Branch and the Woodville Branch. Library Outreach Services includes bookmobile service to outlying areas of the county and service to senior residential facilities. Currently service is provided to 13 locations in Leon County.

In the fall of 2010, two branch libraries were expanded to accommodate increasing use. The Dr. B.L. Perry, Jr. Branch was expanded by 3,000 square feet and the Northeast Branch Library was expanded by 5,000 feet. Users of these busy branches have benefited from additional space for collections, seating areas and computers.

The new 12,000 square-foot Eastside Library Branch building, located at Pedrick Pond Park, opened November 2011. The building is the first county building to be a LEED certified green building (Leadership in Energy and Environmental Design). This branch replaced the Parkway Branch. The Woodville Branch Library, the first communitycenter/library combination in Leon County, opened October 1, 2011. This 2,000 square-foot expansion to the community center gives residents of the rapidly growing southern sector of Leon County library service and creates a community hub for County services, activities and outreach. Plans are underway to expand the Lake Jackson Branch in 2012.



## Some Services Offered at the Library are:

**Books, Periodicals, DVDs, Books on CD, Music on CD, downloadable E-books and audio books, Tallahassee Democrat, from 1920's on microfilm.** The Library has an online catalog of materials and excellent website for use in the Library or at home. A patron can reserve an item or renew materials from home, at work, or in the Library on the web site.

**Databases** (online resources) offer a wealth of information. All may be used at the Library or from home (with a library card). You can find general magazine articles, biographies, newspaper articles, health information and job search tools.

**Library's Web Site:** The Library website is a dynamic resource that includes relevant and easy-to-use online resources and information, Library event calendars, information and resources for readers and opportunities for Library user participation. Log on: <http://www.leoncountyfl.gov/library>

**Professional Staff:** Well-trained, customer-service oriented staff members assist Library users with their information needs efficiently and effectively, using appropriate resources.

**Computers:** Internet access computers are available at the main Library and every branch. Each library also offers free Wi-Fi access. In the Personal Computer Center at the Collins main library, computers are available for word processing. At the Collins main library, basic computer classes are offered on a first come, first serve basis. Basic Mousing, Internet and E-mail are taught once a month. Class schedules are available in the Media and Adult reference departments.

**Consumer Center:** A variety of tools and materials for researching consumer information, including cars, personal investment resources and hardware and software for information technology.

**Youth Services:** At the main library, find the toddler room, a special room for parents, caretakers and toddlers and the tree house, a fun place for kids to read and play in the Library. This area contains seven internet computers and three game computers for children to use. The Library has online resources geared for elementary, middle and high school grades to help with homework.

**Baby Time** is a popular program for newborns through the early toddler stage. Then children move up to the Story Time program. All programs for young children are geared toward learning and pre-school readiness skills and abilities

# APPENDIX



**Restrooms:** Restrooms are located on each floor. On the basement level, there are disabled restrooms just behind the elevator shaft. On the first level, they are immediately in front of the staircase and in the children's area to the left of the tree house. There are also restrooms between program rooms A and B (inside the hallway between the circulation desk and the media workroom). A restroom only for staff and volunteers is locked. On the second level, the restrooms are just east of the reference desk and south of the reference collection. Restrooms on the third level are immediately to the right of the literacy office.

**Staff Meetings:** Staff meetings are held monthly. Volunteers are encouraged to attend and provide input during these meetings. Supervisors will inform you of these meetings which are held in the program room on the first floor.

**Telephone:** Phones are available in each department. Your supervisor will acquaint you with the method for using and "dialing out" on the phone system. Personal calls, either with library phone or cell phones, are not to be lengthy, nor in frequent amounts.

**E-sign in Time Sheet:** Each department has an computer sign-in/out log for volunteers to use upon arrival and departure. A record of your attendance is required for two reasons: documentation of hours volunteered for insurance purposes, and to calculate the dollar value you help the county save by volunteering.

**Water Fountains:** Water fountains are located on each floor. The first floor water fountains are located between the elevator and the entrance of the children's area. The second floor has water fountains located just east of the reference desk. On the third level, the water fountains are left of the elevator and at the end of the hall.

**Questions:** If you have any questions concerning your tasks or schedule, please ask the supervisor in the department in which you are volunteering. If the question concerns anything other than duty related matters, please contact the Volunteer Center for assistance at 606-1970.

**Young Adults:** Books, graphic novels, magazines and a special seating are available for young adults. Game computers and special areas for children and young adults are found at all the branch libraries.

**FriendShop:** A unique gift shop (**at the main library** ) which contains a marvel of interesting items for people of all ages including tote bags, bookmarks, greeting cards, and a variety of gently used unique and hard to find books. Supplies that might be needed while in the Library, such as paper, pens, ear buds and flash drives (128MB / USB 2.0) are also available for purchase. Each branch library has a Friends of the Library Book sale area. All purchases benefit the Friends of the Library.

**Literacy Program - Main Library:** Adult literacy students have access to classes, tutors, computers, books and materials to help them reach their goals. It includes basic reading, GED tutoring program, and English for Speakers of Other Languages Program for adults to improve their English language skills.

**TDD:** A text-telephone used by the deaf and hearing impaired to call for Library services and information.

## LIBRARY LOCATIONS

**LeRoy Collins - Main Library**, 200 W. Park Avenue, Tallahassee, FL 32301 -- 850 / 606-2665 -- TDD 850 / 606-2603 -- The Collins Main Library is located between Call St. on the north and Park Ave. on the south; Bronough St. on the west and Duval St. on the east.

**Dr. B.L. Perry Branch Library**, 2817 South Adams Street, Tallahassee, Florida 32301, 850 / 606-2950, TDD 850 / 922-2518. Literacy 850 / 606-2960 -- Located on Adams St., just south of Orange Ave. directly across the street from the Main Post Office.

**Eastside Branch Library**, 1583 Pedrick Road, Tallahassee, FL 32303, 850/606/2750. From the center of Tallahassee go east on Mahan Dr., turn right onto Pedrick Rd., and the library is on the left overlooking Pedrick Pond.

**Fort Braden Branch Library**, 16327 Blountstown Highway, Tallahassee, Florida 32310, 850 / 606-2900 -- Located 11.3 miles past Capital Circle on Blountstown Hwy. (Pensacola St. becomes Blountstown Hwy (Highway 20) where it meets Capital Circle.)

**Lake Jackson Branch Library**, 3840-302 N. Monroe St., Tallahassee, FL 32303, 850 / 606-2850, TDD 850 / 922-7171 -- Located at Huntington Oaks Plaza -- (North Monroe St. & Fred George Rd. approximately 5.5 miles north of the intersection of North Monroe St. and Tennessee St.

**Northeast Branch Library** / Bruce J. Host Center, 5513 Thomasville Road, Tallahassee, Florida 32308, 850 / 606-2800, TDD 850 / 921-1775 -- Going north on North Monroe Street, turn a slight right onto Thomasville Road. It is approximately 7 miles, just north of Kerry Forest Parkway.

**Woodville Branch Library**, 8000 Old Woodville Road, Tallahassee, FL 32305-1105, 850 / 606-2925. About a 15 min. drive from downtown: Head south on S Monroe St. as it turns into Woodville hwy. turn right at Old Woodville Rd; destination will be on the right 0.7mi

## LIBRARY AREAS

**The following is a brief description of each library section:**

**Administration:** This department oversees all aspects of the Library and makes sure all departments are running smoothly.

**Adult Reference:** Any adult services needed are conducted in this department. The reference collection, fiction, nonfiction, large print, bibliographies, paperback romance collections, and magazines and newspapers are located in this department.

**Circulation:** All circulation functions are handled by this department: check-ins, check-outs, fines, pickup, reserves/interlibrary loans, issuance of Library cards, and the purchase of used books when the Friendshop is closed.

**Collection Management/Support Services:** This department does everything concerning books, from the time they are selected out of a catalog or magazine listing until they are ready to be checked out by our patrons. All books are ordered, received, checked in, cataloged, and processed in this department.

**Extension:** This department does everything that all of the above departments do, but on a much smaller scale. There are six branch libraries, a bookmobile and a book hauler.

## EVERYTHING YOU NEED TO KNOW TO GET STARTED

**Dress Code:** Staff members and volunteers are expected to dress in a businesslike manner.

**Elevators:** There are two elevators in the building. One is located in the atrium, and the other is located just inside the circulation workroom on the first floor.

**Lunch Break Room:** A staff break room is located on the third floor, and is equipped with vending machines, a full kitchen, and a microwave. Your supervisor will give you the combination of this locked door. Also, the Federal Building across Call Street has a snack bar.

***“Please label your snacks”***

**Mailbox:** Each supervisor will assign you a “mailbox” so that you may be included in the flow of communication. In the event a certain department does not have mailboxes, you will be shown where their bulletin board with pertinent information for staff is located.

**Name Badges:** Each volunteer is provided with a name badge. These are like those of the regular staff with the exception that the volunteer name badge reads “LIBRARY VOLUNTEER.” Badges are required to be worn at all times while volunteering so our working staff and patrons will recognize you as a volunteer.

**Parking:** Volunteers are requested to use the Call Street parking lot. Volunteers *always* park free while volunteering or browsing at the library. Please be sure to present your volunteer ID card/parking card and sign your parking ticket prior to leaving the lot. For those who require handicapped parking, there are several spaces available in this lot. The ramp is located immediately to the right of this entrance. Elevators provide floor-to-floor access. If you park in the Bronough Street parking lot, please ask your supervisor for a token before you leave the building.

**Personal Property:** Staff and volunteers are responsible for their own belongings, i.e. purses, keys, coats, etc. Lockers, for your use, are available upon request from your supervisor. You must, however, provide your own lock.

- Continued on Next Page -

# BENEFITS FOR VOLUNTEERS

**Free Parking:** Volunteers always park free!!!

**Free Reserves:** Tell the circulation staff you are a library volunteer when requesting or picking up your reserved materials.

**Discounts on purchasing books:** Volunteers may order books through the staff association. Discounts range from zero to forty percent of list price. Discounts will not be shown until the book arrives. To order, give to reference staff the order information -- price, ISBN number, author, and title.

**Worker's Compensation: Medical benefits only.** In case of an accident, please notify your supervisor. No wage loss benefits will be paid, and volunteers are not eligible for unemployment compensation benefits from the county.

**FriendShop Discount:** Volunteers are allowed a ten percent discount in the library's Friendshop.

**Tax Deductions:** The following expenses are deductible when incurred in connection with library business:

- Out-of-pocket expenses that you pay when rendering services without compensation.
- Dues, fees, or assessment you pay to qualified organizations.
- If you are a chosen representative attending conventions for the organization, you may deduct non-reimbursed expenses for travel and transportation.
- Telephone bills.
- Automobile expenses.
- Per diem allowance.
- Cost of volunteer uniforms, as well as their upkeep if the uniforms have general utility and are required to be worn while volunteering.

**Check with your tax accountant for more details!**

**FriendShop: (Main Library Only)** The FriendShop contains greeting cards, gift-books, and many more cool items! Proceeds from sales are used to purchase new books and other media for the library. The FriendShop hours are:

Monday through Thursday	10 a.m. to 6 p.m.
Friday	10 a.m. to 5 p.m.
Saturday	10 a.m. to 4 p.m.
Sunday	Closed

**Library Projects:** Handles all projects, including Library surveys, Library functions and monthly statistical reports.

**Tech-Media:** This department houses and circulates DVDs, videos, audio books on CD and cassettes, and music CDs. Internet access computers and computers for word processing are available.

**Youth Services:** All children/youth publications and literature services and all children's programs are provided in this department. There are reading materials for ages 0-12 and fiction materials for ages 12-16. Patrons can select books, audio books on CDs, DVDs, videos and music CDs.

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**Family Learning Center:** Literacy Volunteers of Leon County's Family Learning Center, located in the Dr. B. L. Perry, Jr. Branch, is Leon County's response to the need for literacy services for local children, youth, and families. Offered there are the following FREE services, programs, and events: afterschool tutoring, educational summer programs, book groups, family fun fairs with free books for participants, parenting skills workshops, and GED, adult literacy, and basic computer skills tutoring. All books and materials are provided free of charge to the learners, and volunteers are trained and undergo a free background checks if they work with children.

## LIBRARY VISION STATEMENT

**Our community discovers the joy of reading, the energy of ideas, and the power of information together in the library.**

## LIBRARY VOLUNTEER OPPORTUNITIES

The following is a list of current volunteer needs throughout the library. The terms are very general. Specific duties may vary depending on the particular needs and priorities set by the department involved. Volunteer jobs are available every day of the week and evenings:

Book Mender  
Book Processor  
Circulation Assistant  
Clerical Assistant  
Computer Reservation Assistant: Reference and Tech/Media Desks  
File Clerk  
Gift Shop Associate  
Media Processor  
Reserves Telephone Assistant  
Shelving Books  
Storytime Assistant  
Trainer for Basic Computer Classes  
Tutor - Literacy Volunteers of Leon County

We try to place volunteers in the job best suited to their skills and interests. Specific jobs, however, may not be available at all times in preferred departments. Once a volunteer is placed the supervisor will hold a personal orientation which will review specific procedures. Once a volunteer has been trained and feels comfortable, he/she will then assume the responsibilities of that position. The volunteer will always have a supervisor to give assistance .

Volunteers are required to **maintain strict confidentiality** with any information to which they may have access in their volunteer job. Also, **volunteers are prohibited from using information not available to the public and obtained by reason of their volunteer positions for the personal benefit of themselves or others.**

VolunteerLEON prides itself on coordinating a professional volunteer program. Staff knows that when we refer a volunteer to them, we are referring a highly motivated, committed individual. Volunteers are expected to keep their work schedule, as employees do. If volunteers cannot come in during their regularly scheduled time, they are to call their supervisor as soon as possible. We depend on volunteers to keep their commitments. In turn, we are committed to treating each volunteer as a valued member of our staff.

Remember, the volunteer experience should be fulfilling and rewarding. Volunteers should always feel free to discuss any problems or needs that might arise with their immediate supervisor or the Volunteer Director. If the volunteer's schedule should change and he/she can no longer volunteer in their current assignment, they are to contact the Volunteer Center. It may be that another volunteer position will fit the volunteer's new circumstances.

## REASONS FOR DISMISSAL

**Every now and then, it is necessary to dismiss a volunteer.**

**Reasons that a volunteer may be dismissed include:**

- Attendance problems
- Poor attitude
- Difficulty with job duties
- Fails to follow program policy or department rules

It is necessary to approach volunteer work with a sense of commitment, open-mindedness, resourcefulness and initiative. By doing so, volunteering will be a rewarding experience.